



DEPARTMENT OF THE NAVY
NAVAL AIR SYSTEMS COMMAND
NAVAL AIR SYSTEMS COMMAND HEADQUARTERS
47123 BUSE ROAD, UNIT # IPI
PATUXENT RIVER, MD 20670-1547

IN REPLY REFER TO

NAVAIRINST 12335.3
AIR-7.3
20 Apr 98

NAVAIR INSTRUCTION 12335.3

From: Commander, Naval Air Systems Command

Subj: ACCRETION OF DUTIES PROMOTIONS

Ref: (a) 5 USC Section 2301(b)(1)
(b) 5 CFR Part 335.103
(c) OCPM Guidance/Advice Memorandum #63

Encl: (1) Accretion Information From Managers (NAVAIR
12335/1(3/98))
(2) Accretion Verification (NAVAIR 12335/2(3/98))
(3) Accretions Process Flow Chart

1. Purpose. To ensure competitive procedures are used to the maximum extent possible and that accretion promotions occur only when an appropriate basis exists for an exception to competitive procedures.

2. Scope. This instruction applies to all positions of the Naval Aviation Systems Team (TEAM) and Program Executive Offices.

3. Background. With continued downsizing across the TEAM, fewer opportunities for promotions exist. Competitive promotions rather than accretion promotions must be used to the maximum extent possible. Accretions are an exception to normal competitive promotion procedures. Reference (a) is the statute that states the merit system principles in the federal system. Reference (b) indicates that agencies may exempt certain promotions from competition, including promotions due to the accretion of higher level duties. Reference (c) states the Department of Navy's criteria for using this exception to competition. Accretion of duties promotions historically have been utilized in those circumstances where a position naturally has evolved over time based on the unique abilities and qualifications of the individual and/or the gradual increase in the complexity and range of responsibility associated with the specific program/duty areas already under the cognizance of the incumbent.

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4. Policy. Accretions are non-competitive promotions resulting from an employee's position being classified at a higher grade because of additional duties and responsibilities. Accretions are exceptions to competitive procedures and are expected to occur infrequently. Paragraph 4a details accretion criteria which must be considered in the justification of such promotions.

a. Accretion of Duty Criteria. Proposed accretion actions must follow guidance which is stated in references (a) through (c). Specifically, the following criteria must be satisfied.

(1) The major duties of the employee's old position are absorbed into the new position, and the former is canceled. Major duties are those which represent the primary reason for the position's existence and which govern the qualification requirements. Typically, they occupy most of the employee's time. Non-competitive promotions are appropriate when the new position is classified at a higher grade due to the addition of higher grade duties directly related to the primary purpose of the former position and the former major duties are absorbed into the new position. The employee's position is redescribed incorporating the additional duties and responsibilities and the former position description is canceled.

(2) The new position has no known promotion potential. The new position should not be identified in any way as having potential for a higher grade level. In determining this, one should examine: (a) organization's career ladder or journeyman level for similarly classified positions, and (b) prior promotion pattern for similar positions in the organization.

(3) The additional duties do not adversely affect another encumbered position. There is an adverse effect when higher level duties are taken from an encumbered position resulting in a downgrade of that position or a reduction-in-force.

(4) A non-competitive promotion of an individual, based on assignment of additional duties and responsibilities, is not appropriate if it conflicts with the principles of open and fair competition as required by 5 U.S.C. 2301. If there are other employees in the same unit, under the same supervisor, who are officially assigned the same duties, before the addition of higher graded duties, special care is required to ensure compliance with 5 U.S.C. 2301. When generic or standard position descriptions are used, there must

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be sufficient documentation to differentiate among seemingly identical positions. Examples of such documentation may include position description addendum, different performance standards, assignment to different competitive levels with rationale to support such assignment. Accretions from identical additional positions are strictly prohibited.

5. Action. The following processes are required for preparation of accretion:

a. Enclosure (1) identifies information for managers and supervisors to certify and propose accretion situations. Enclosure (2) provides documentation that regulatory criteria has been satisfied and must be completed and approved by the Human Resources Office (HRO) chain before an accretion promotion is effected. Enclosure (3) is a flow chart of the process.

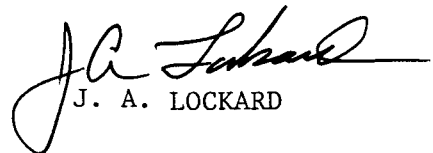
b. Position management and high grade billet approval must be obtained per applicable guidelines.

c. The servicing personnel advisor must review all documentation supporting a proposed accretion of duties promotion. This review will include the position description, management justification (enclosure (1)), classification standards, organizational structure and past practices, and practices in parallel organizations, both inside and outside the TEAM, as appropriate. Fact-finding should include desk audits with the supervisor and/or the incumbent under most circumstances. The servicing personnel advisor will document findings using enclosure (2).

d. All proposed accretion of duty promotions must be submitted in writing to, and approved by, the Site Director or designee of the servicing Human Resources Office.

6. Review. This instruction will be reviewed annually by the Human Resources Department (AIR-7.3).

7. Forms. Accretion Information From Managers (NAVAIR 12335/1(3/98)) and Accretion Verification (NAVAIR 12335/2(3/98)) are available in Delrina Formflow or may be reproduced locally.


J. A. LOCKARD

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ACCRETION INFORMATION FROM MANAGERS

Management is responsible for summarizing information detailed below. This information may be provided in memorandum form if desirable. The accretion action must be approved by the top level Site Competency Manager or his/her designee.

Employee Information

1. Name:
2. Classification of Current Position:
3. How long has the incumbent been performing the current work assignment?
4. If there are other employees in the same organization at the same grade level, why has this position grown in grade worth while the others have not?
5. If there are other employees in the same organization at the grade level of the proposed new position, why were these duties not assigned to one of those employees?

Position Information

1. Identify the primary purpose for the current official position along with a brief description of its duties and responsibilities.

Have duties been removed from this position? If so, why? Who is performing them now (if applicable)?

2. Identify the primary purpose for the successor position along with a brief description of its duties and responsibilities.

3. Does the new position contain other significant duties or responsibilities not included in the old job?

If yes, describe them.

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4. What makes the work of this position more difficult or complex than that of the position being replaced?

5. Does the position change result from the addition of supervisory or leader duties to a non-supervisory or non-leader position?

Accretion Information

What caused the increased duties and responsibilities?

CERTIFICATION**Recommendation**

Based on the above information, I recommend this action be forwarded to the Human Resources Office to be processed as an accretion of duties promotion.

Recommending Supervisor/Manager

Date

Approval

Site Competency Head

Date

This form must be forwarded to the Human Resources Office along with the personnel action.

This approval will be retained with the PD as official documentation.

ACCRETION VERIFICATION

(To be completed by Human Resource Specialist)

Section I: REVIEW OF OBJECTIVE FACTORS

A	Incumbent:								
B	Organization Code:								
C	Current Title, Series, Grade:								
D	Proposed Title, Series, Grade:								
E	Position Audit Date, if applicable (Incumbent): Position Audit Date, if applicable (Supervisor):								
F	Years and months on current PD/PAC:								
G	<p>How was the incumbent placed into the current official (also referred to as the former) position?</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%; text-align: center;">Action (Career ladder, accretion, merit, reassignment etc.)</td> <td style="width: 15%; text-align: center;">Effective Date</td> <td style="width: 33%; text-align: center;">From (Series & Grade)</td> <td style="width: 19%; text-align: center;">To (Series & Grade)</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> </table>	Action (Career ladder, accretion, merit, reassignment etc.)	Effective Date	From (Series & Grade)	To (Series & Grade)	_____	_____	_____	_____
Action (Career ladder, accretion, merit, reassignment etc.)	Effective Date	From (Series & Grade)	To (Series & Grade)						
_____	_____	_____	_____						
	YES/NO								
H	Do the additional duties adversely affect another encumbered position in the same organization?								
I	Does the successor position have known promotion potential beyond the new successor grade level?								
J	Are there other employees in the same organizational entity in positions classified the same as the former position?								

Section II: SUMMARY OF NARRATIVE DOCUMENTATION

(Management Accretion Information, position descriptions, Official Personnel Jacket, etc.)

		YES/NO
A	Review of documentation provides sufficient information to identify the primary purpose for the current official position.	
B	Review of documentation provides sufficient information to identify the primary purpose for the successor position.	
C	Review of documentation provides sufficient information to determine that the primary duties of the current official position are absorbed into the successor position and that the former position can be abolished.	
D	<p>Review of documentation provides sufficient information to determine how long the incumbent has been performing the new duties.</p> <p>Length of Time: Years: _____ Months: _____</p>	
E	Review of documentation provides sufficient information to determine the cause and/or the source of the increased duties and responsibilities.	
F	Does the position change result from the addition of supervisory or leader duties to a non-supervisory or non-leader position?	
G	Are there any adverse implications in regard to EEO?	

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Section III: CERTIFICATION

Recommendation

This action meets the appropriate classification and accretion of duties criteria.

Human Resources Advisor/Specialist

Date

Approval

Site Human Resources Director

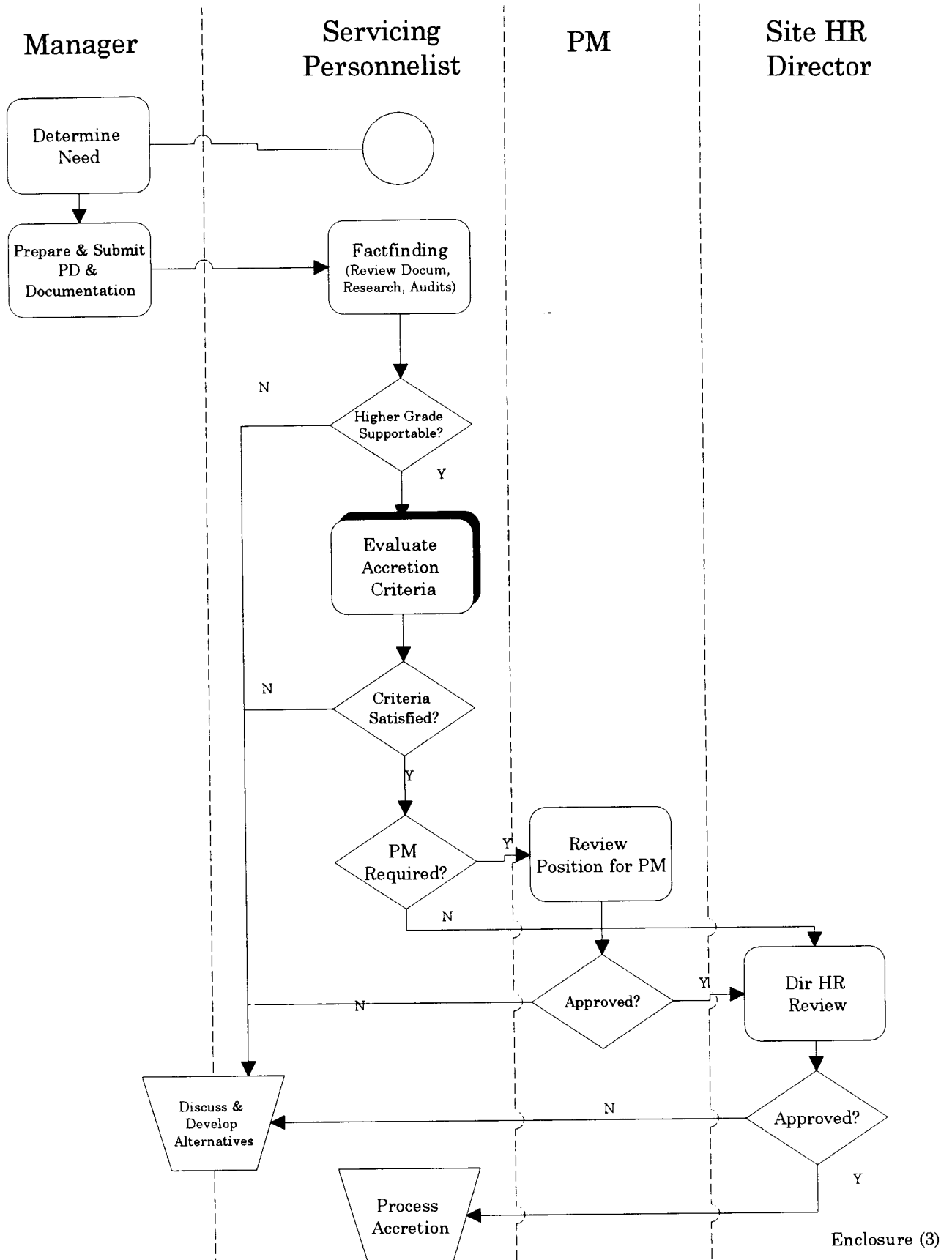
Date

The PD, evaluation statement, and other appropriate documentation must be
attached to this form.

This approval should be retained with the PD as official documentation.

Accretions Process Flow Chart

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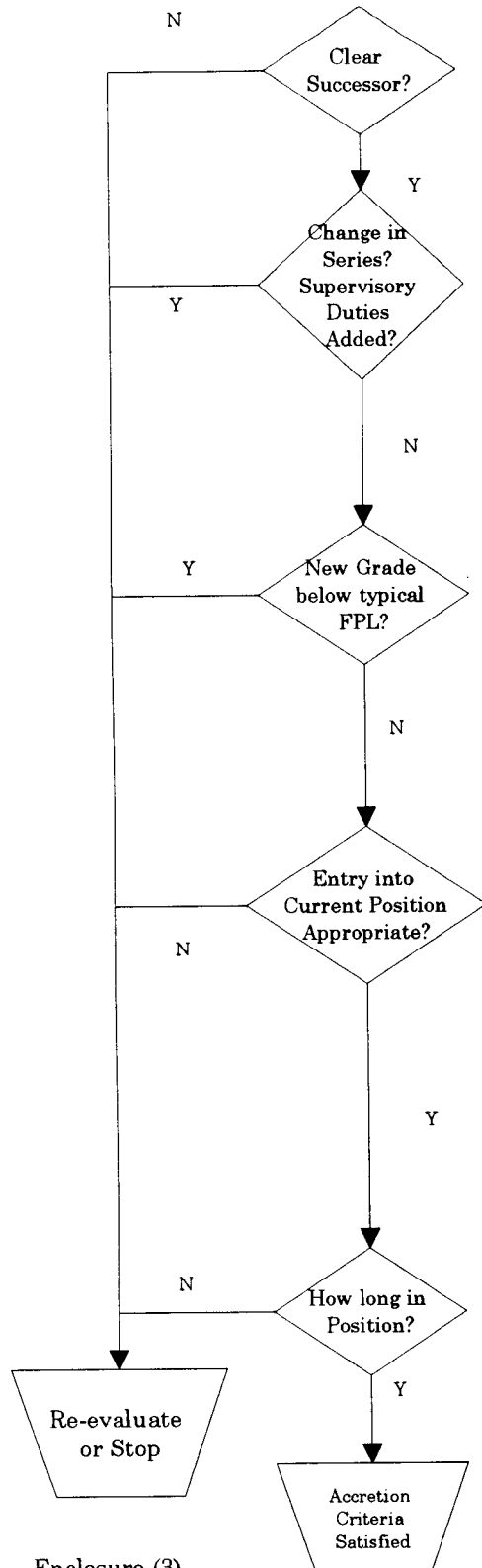
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Evaluate Accretion Criteria

Action must meet the Criteria of GAM #63 and Other Relevant Guidance
Steps for Consideration During Validation Process

Servicing Personnelist

Comments



Compare old and new major duties. Have the major duties of the old been absorbed into the new position? Is the new position truly a clear successor to the old?

Cross series accretion promotions are not prohibited. However, because the old duties must be absorbed into the new position without changing the primary reason for the position's existence, it would be unusual for an accretion of duty action to result in a change in classification series. Also, if supervision of others played no role in the original position, it would be extremely unlikely that supervisory duties have migrated into the job without changing the primary reason for the position's existence.

Is the new position's FPL below the typical FPL for the occupation? If so, must analyze & document rationale for proposed grade. Must examine the established FPL or commonly recognized working level as well as prior promotion practices for similar positions.

Recent accretion into the current position, recent reassignment, reclassification, etc., make accretion questionable.

Accretions are appropriate when an incumbent has gradually acquired additional higher-graded duties. If the incumbent has not been performing the duties for a substantial time (for example at least 2 years) how could the process have been gradual? Must ensure merit process has not been circumvented.

Enclosure (3)